UNITED
NATIONS

A

General Assembly

Distr.
GENERAL

A/47/969/Corr.1
27 July 1993

ORIGINAL: ENGLISH

Forty-seventh session
Agenda item 153

FINANCING OF THE UNITED NATIONS OPERATION IN MOZAMBIQUE

Report of the Secretary-General

Corrigendum

1. Page 6, paragraph 12

The second sentence should read

Annex VIII.A provides the proposed civilian staffing table of ONUMOZ and annex VIII.B provides summary job descriptions for staff members at the Professional level; details on civilian staff and related costs are shown in annex IX.

2. Page 23, paragraph 6

First line: for The approved civilian staffing strength read The proposed civilian staffing strength

Fourth line: for annex VIII read annex VIII.A

3. Page 65

Replace annex VIII by the attached annexes VIII.A and VIII.B and amend the table of contents accordingly.

93-42167 (E) 040893 060893

/...

ANNEX VIII.A

United Nations Operation in Mozambique

Proposed civilian staffing table

	Professional and above							Sub-total	Senior GS	GS	FS	Sub-total	Int'l total	Local staff	GRAND TOTAL
	USG	ASG	D-2	D-1	P-5	P-4	P-3								
SUBSTANTIVE DIVISION															
Office of the Special Representative of the Secretary-General	1							1	1			1	2	3	5
Executive Director			1					1		1		1	2	2	4
Special Assistant					1			1		1		1	2	1	3
Political Adviser					1			1		1		1	2	1	3
Human Rights Adviser					1			1		1		1	2	1	3
Legal Adviser					1			1		1		1	2	1	3
Planning and Analysis					1			1		1		1	2	1	3
Spokesman					1			1		1		1	2	1	3
Information Officer						1		1				0	1	2	3
Subtotal	1	0	1	0	6	1	0	9	1	7	0	8	17	13	30
Office of the Force Commander															
Commander		1						1	1	3		4	5	5	10
Military HQ staff								0		5		5	5	50	55
Subtotal	0	1	0	0	0	0	0	1	1	8	0	9	10	55	65
Civilian Technical Assist (Demobilization)						1	2	3		5	5	10	13	50	63
Subtotal	0	0	0	0	0	1	2	3	0	5	5	10	13	50	63

/...

	Professional and above							Sub-total	Senior GS	GS	FS	Sub-total	Int'l total	Local staff	GRAND TOTAL
	USG	ASG	D-2	D-1	P-5	P-4	P-3								
Electoral Division															
Office of the Director			1	2				3	1	2		3	6	5	11
Regional offices:															
Southern					1		2	3		2		2	5	5	10
Central					1		2	3		2		2	5	5	10
Northern					1		2	3		2		2	5	5	10
Provincial offices						10		10		3		3	13	40	53
Electoral offices							54	54		60		60	114	160	274
Subtotal	0	0	1	2	3	10	60	76	1	71	0	72	148	220	368
Office for the Coordination of Humanitarian Assistance			1	1	2	8	4	16	1	2	1	4	20	50	70
Subtotal	0	0	1	1	2	8	4	16	1	2	1	4	20	50	70
SUBTOTAL, SUBSTANTIVE	1	1	3	3	11	20	66	105	4	93	6	103	208	388	596
ADMINISTRATIVE DIVISION															
Office of the Director															
Director of Administration				1				1		1		1	2	1	3
Senior Admin. Officers (Regions)						3		3		3		3	6	3	9
Subtotal	0	0	0	1	0	3	0	4	0	4	0	4	8	4	12
Finance, Office of the Chief					1			1				0	1		1
Pay and Allowances						1		1		3	1	4	5	2	7
Account/Budget							1	1		2	1	3	4	2	6
Cashier							1	1		2		2	3	2	5
Subtotal	0	0	0	0	1	1	2	4	0	7	2	9	13	6	19

	Professional and above							Sub-total	Senior GS	GS	FS	Sub-total	Int'l total	Local staff	GRAND TOTAL
	USG	ASG	D-2	D-1	P-5	P-4	P-3								
Personnel, Office of the Chief					1			1				0	1		1
International staff						1		1		3		3	4	3	7
Local staff							1	1		3		3	4	3	7
Subtotal	0	0	0	0	1	1	1	3	0	6	0	6	9	6	15
Procurement, Office of the Chief					1			1				0	1		1
Contracts/Procurement						1		1		4	1	5	6	2	8
Processing							1	1		2	1	3	4	3	7
Subtotal	0	0	0	0	1	1	1	3	0	6	2	8	11	5	16
General Services, Office of the Chief					1			1				0	1		1
Property/Claims						1		1		1		1	2		2
Survey Board								0		3	1	4	4		4
Inventory/Receiving and Inspection								0		5	1	6	6		6
Accommodation								0		2	1	3	3		3
Subtotal	0	0	0	0	1	1	0	2	0	11	3	14	16	0	16
Support Services															
EDP							1	1		2		2	3		3
Supply							1	1		2	3	5	6	7	13
Traffic/Travel/Movement Control							1	1		3	3	6	7	7	14
Security/Safety							1	1		3	3	6	7	8	15
Building Management							1	1		4	8	12	13	9	22
Air Support Coordinator							1	1		1		1	2		2
Subtotal	0	0	0	0	0	0	6	6	0	15	17	32	38	31	69
Communications								0		1	28	29	29	25	54
Subtotal	0	0	0	0	0	0	0	0	0	1	28	29	29	25	54

/...

	Professional and above							Sub-total	Senior GS	GS	FS	Sub-total	Int'l total	Local staff	GRAND TOTAL
	USG	ASG	D-2	D-1	P-5	P-4	P-3								
Transport															
Transport Officer								0		1	2	3	3	1	4
Fleet Operations								0		1	4	5	5	20	25
Maintenance								0			15	15	15	20	35
Subtotal	0	0	0	0	0	0	0	0	0	2	21	23	23	41	64
SUBTOTAL, ADMINISTRATIVE	0	0	0	1	4	7	10	22	0	52	73	125	147	118	265
GRAND TOTAL	1	1	3	4	15	27	76	127	4	145	79	228	355	506	861 a/

a/ In addition to the posts shown, 1,200 international observers and 1,200 local staff (to be used as drivers, guides and interpreters) will be required during the election period.

ANNEX VIII.B

United Nations Operation in Mozambique

Summary job descriptions for Professional civilian staff

Office of the Special Representative of the Secretary-General

Executive Director (D-2)

Responsible for the oversight of all aspects of the mission, coordinating the activities of the various advisers and reporting of same to the Special Representative; assists the Special Representative and acts on his behalf as required.

Special Assistant (P-5)

Assists the Executive Director in the execution of his responsibilities, makes arrangements as required to organize and facilitate the official schedule of the Special Representative, and related duties.

Political Adviser (P-5)

Responsible for monitoring of the local political situation, in the context of both the work of the mission and the larger domestic and international realms, and keeping the Special Representative informed of current developments; consults with the Department of Political Affairs and advises on same.

Human Rights Adviser (P-5)

Responsible for overall monitoring of the human rights situation in the mission area, keeping the Special Representative informed of current developments and, in consultation with the Department of Humanitarian Affairs and the relevant authorities, recommending courses of action to address identified issues.

Legal Adviser (P-5)

Responsible for overall review and analysis of the progress of the mission according to its mandate, reporting on same to the Special Representative, and preparing current plans and estimates for the continuation of the mission to its completion.

Spokesman (P-5)

Responsible for official dissemination of information to the press and the public regarding the work of the mission and local developments affecting same.

Information Officer (P-4)

Responsible for collection from all available sources of information relevant to the mission, including political, social and economic developments which could

impact on the area; prepares materials for public dissemination and assists the spokesman in his duties as required.

Office of the Force Commander

Force Commander (ASG)

Assumes responsibility for the overall command of troops assigned to the mission, in observance and fulfilment of the mission's mandate as delineated and authorized by the Security Council.

Electoral Division

Director (D-2)

Under the terms of reference of the electoral component of ONUMOZ, gives overall direction to the Electoral Division, maintains contacts with the Government of Mozambique, the Resistência Nacional Moçambicana (RENAMO), the National Elections Commission and the main political parties. Prepares periodic reports on the evolution of the electoral process that will be submitted to the Secretary-General through his Special Representative.

Deputy Director - Field Operations (D-1)

Under the guidance of the Director, supervises the activities of the regional and provincial electoral offices, systematizes and analyses the information received from the field, coordinates the logistic aspects of all components of the electoral process, and prepares periodic reports.

Deputy Director (Electoral/Legal) (D-1)

Under the guidance of the Director, follows the national mass media, maintains contacts with the main political parties and with other components, provides advice to the regional and provincial electoral authorities with regard to time and motion studies that might be required for an adequate design of the different stages of the electoral process, observes all activities related to the respect of the general agreement and prepares periodic reports.

Regional Coordinator (Southern, Central and Northern) (P-5, 3 posts)

Under the supervision of the Deputy Director (Field Operations), coordinates electoral activities at the regional level, makes all necessary logistic arrangements at the regional level and prepares periodic reports.

Provincial Coordinator (P-4, 10 posts)

Under the supervision of the Regional Coordinator, coordinates electoral activities at the provincial level, makes all necessary logistic arrangements at the provincial level and prepares periodic reports.

Electoral Observer (P-3, 60 posts)

Under the supervision of the Regional and Provincial Coordinators, maintains close contacts with the local electoral authorities in relation to the organization of the participation of national and international electoral observers, undertakes periodic visits to municipalities in charge of the electoral process, follows the political rallies and prepares periodic reports.

Office for Humanitarian Assistance Coordination

Director (D-2)

Overall responsibility for the United Nations Office for Humanitarian Assistance Coordination (UNOHAC), oversees and coordinates the collective emergency effort of the United Nations agencies, bilateral donors, non-governmental organizations and other institutions concerned. Acts as chairman of the Reintegration Commission (CORE) and the Humanitarian Assistance Committee.

Deputy Director (D-1)

Assists the Director in carrying out his duties and acts as officer-in-charge during his absence. Supervises day-to-day operations of the office.

Assessment and Planning Unit

NGO Operations Officer (P-4)

Collects and analyses information on United Nations operations across the country by location and sector of activity. Advises non-governmental organizations on priority sectors and geographical sites for humanitarian assistance activities to be implemented by such organizations. Supports the development of the capacity of national non-governmental organizations to engage in emergency/rehabilitation operations.

Assessment and Planning Officer for Logistics (P-4)

Responsible for the subject of logistics and physical infrastructure. The incumbent collects and analyses information from all provinces pertaining to the situation and requirements of the sector, monitors the ongoing sectoral programmes and assists all parties involved in the humanitarian assistance programme in identifying and planning new activities in the sector. Prepares periodic reports and synthesized presentations covering the sector.

Assessment and Planning Officer for Non-Food Items (P-4)

Responsible for the sector of non-food relief items. The incumbent collects and analyses information from all provinces pertaining to the situation and requirements of the sector, monitors the ongoing sectoral programmes and assists all parties involved in the humanitarian assistance programme in identifying and planning new activities in the sector. Prepares periodic reports and overviews covering the sector.

Assessment and Planning Officer for Food Security and Production (P-4)

Responsible for the sector of food security and production. The incumbent collects and analyses information from all provinces pertaining to the situation and requirements of the sector, monitors the ongoing sectoral programmes and assists all parties involved in the humanitarian assistance programme in identifying and planning new activities in the sector. Prepares periodic reports and overviews covering the sector.

Assessment and Planning Officer for Population Movements (P-4)

Responsible for the subject of population movements (i.e., of displaced persons, refugees and demobilized soldiers). The incumbent collects and analyses information from all provinces pertaining to the situation and requirements of the sector, monitors the ongoing sectoral programmes and assists all parties involved in the humanitarian assistance programme in identifying and planning new activities in the sector. Prepares periodic reports and overviews covering the sector.

Data Collection and Information Management Unit

Senior Information Officer, Chief of Unit (P-5)

Supervises the Unit's staff and activities. Provides professional guidance and ensures that the outputs of the Unit are timely and of high quality. Has overall responsibility for development and maintenance of all data processing and information management in UNOHAC.

Information Systems Manager (P-5)

Designs, develops and maintains management information systems for collecting, analysing and disseminating information pertaining to the humanitarian assistance programme. Creates and maintains databases for substantive and financial information regarding all sectors and activities of the programme.

Programme Officer (Trust Fund) (P-4)

In liaison with bilateral and multilateral donors and implementing agencies, maintains information on funding requirements of the various sectors and activities of the humanitarian assistance programme, follows up on pledges and components, analyses and approves disbursement plans, and maintains financial ledgers for all activities funded by the trust fund and its sub-trust funds.

Field Unit

Regional Officer (P-4, 2 posts)

In the region of responsibility (Northern or Southern) gathers information available from government agencies, RENAMO, non-governmental organizations and other organizations on all aspects and sectors of the humanitarian assistance programme. Monitors and assesses progress in the implementation of the programme and makes recommendations on possible improvements.

Prepares regular synthesized reports to the Director of UNOHAC. Keeps field representatives of United Nations organizations, bilateral agencies and non-governmental organizations, the Government and RENAMO informed of developments regarding the humanitarian assistance programme. Carries out liaison with ONUMOZ staff in the region, in particular to assess the support needed for the reintegration of demobilized soldiers. Convenes and chairs the provincial subcommittees of the Reintegration Commission (CORE) in the region of responsibility and coordinates the various components of the reintegration programme.

Provincial Officer (P-3, 4 posts)

In the province of responsibility (Zambezia, Tete, Manica or Sofala) gathers information available from government agencies, RENAMO, non-governmental organizations and other organizations on all aspects and sectors of the humanitarian assistance programme. Monitors and assesses progress in the implementation of the programme and makes recommendations on possible improvements.

Prepares regular synthesized reports to the Director of UNOHAC. Keeps field representatives of United Nations organizations, bilateral agencies and non-governmental organizations, the Government and RENAMO informed of developments regarding the humanitarian assistance programme. Carries out liaison with ONUMOZ staff in the region, in particular to assess the support needed for the reintegration of demobilized soldiers. Convenes and chairs the provincial subcommittee of the Reintegration Commission (CORE) in the province of responsibility and coordinates the various components of the reintegration programme.

Offices of the Administrative Division

Director/CAO (D-1)

Principal officer with overall responsibility for administration, personnel and finance of the mission; assumes day-to-day management control of the mission and acts as Chief of Mission in the absence of the Special Representative/Executive Director.

Senior Administrative Officer (P-4, 3 posts)

Regional Officer, under direction of the CAO, with responsibility for supervision of all support services and staff in the local sub-office, and overall administrative/financial responsibility in that regional office.

Finance Unit

Chief of Finance (P-5)

Responsible for the overall administration of the mission accounts; develops and produces programme cost estimates; ensures implementation of financial rules, regulations and instructions; supervises the staff of the Finance Unit.

Pay and Allowances Officer (P-4)

Under the direction of the Chief of Finance, administers the payroll of locally recruited staff according to established guidelines, advises international staff of applicable allowances and carries out liaison with the Field Personnel Service regarding problems with same.

Account/Budget Officer (P-3)

Under the direction of the Chief of Finance, prepares detailed budget estimates by applicable account codes, ensures the appropriate coding of all financial transactions, comparing against current allotments, and prepares regular financial reports/statements for submission to headquarters.

Cashier (P-3)

Under the direction of the Chief of Finance, administers the mission's United States dollar account and other local currency accounts, and attends to banking matters on behalf of the mission and other related duties.

Personnel Unit

Chief of Personnel (P-5)

Responsible for overall administration of the personnel programme, including staff planning, staffing, classification, staff relations, appointments, promotions, separations, assignments and staff development.

International Staff Officer (P-4)

Under the direction of the Chief of Personnel, administers international staff assigned to the mission and follows up specific matters relating to their placement, assignment, evaluation and related personnel issues.

Local Staff Officer (P-3)

Under the direction of the Chief of Personnel, administers locally recruited staff hired for the mission and follows up specific matters relating to their recruitment, assignment, evaluation and related personnel issues.

Procurement Unit

Chief of Procurement (P-5)

Responsible for all procurement of goods and services, both locally and regionally, within the terms of the authority specifically delegated to the mission and according to all relevant rules, regulations and guidelines.

Contracts/Procurement Officer (P-4)

Under the direction of the Chief Procurement Officer and according to relevant guidelines, conducts requisite bidding for procurement contracts, submits

documentation to the Contracts Committee for review/acceptance, and subsequently prepares purchase orders/contracts for goods and services for the mission.

Processing Officer (P-3)

Assists the Contracts/Procurement Officer in the compilation of bid documents, and is responsible for follow-up of purchase orders and contracts, monitoring deliveries, performance and related invoicing.

General Services Unit

Chief of General Services (P-5)

Manages the buildings and services required by the mission for offices, shops and housing accommodation for military staff; plans, organizes and controls Central Registry, Mail Claims, Inventory Control and related services.

Property/Claims Officer (P-4)

Responsible for local inventory control, maintaining updated lists, receiving and preparing related claims and preparing documentation for submission to property survey boards as required.

Support Services Unit

EDP Officer (P-3)

Responsible for the set-up and maintenance of computer systems for the mission offices, developing and adapting software as required and providing user support.

Supply Officer (P-3)

Responsible for maintenance of local supply inventory and distribution to offices as required, ensuring adequate stocks on hand in coordination with the Procurement Unit.

Traffic/Travel/Movement Control Officer (P-3)

Responsible for making necessary travel arrangements for staff and equipment, including the booking of seats, provision of necessary travel documents and other special requirements.

Security/Safety Officer (P-3)

Responsible for monitoring/ensuring security and safety of official premises, including supervision of security guards.

Building Management Officer (P-3)

Responsible for upkeep, maintenance and repair of official premises and associated equipment/appliances (plumbing, electrical, etc.) as well as furniture.

Air Support Coordinator (P-3)

Responsible for scheduling of air transport for the mission, ensuring availability of equipment for regular needs as well as emergency situations.